



Administrative Assistant –Grants Management and Data Analysis

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Administrative Assistant

REPORTS TO: Director of Grants Management and Data Analysis

SUMMARY of POSITION:

Under the supervision and direction of the Director of Grants Management and Data Analysis, performs and coordinates varied and responsible secretarial and clerical functions relieving the Director of clerical and routine administrative detail including making frequent contacts with parents, students and staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to:

- Acts as a personal secretary to the Director, maintain appointment calendar, assist in compiling or monitoring site budget records, tracing mandated costs, type correspondence and reports from draft or brief direction, relieve Director of routine administrative duties when appropriate including site workers compensation forms;
- Acts as a data specialist; prepare data reports, verify incoming data from schools and other data collection outlets, process project timelines and progress reports;
- Maintains staff/school data records; monitor teacher sign out log and verify attendance to training and professional development offerings, compile attendance/enrollment reports, maintains computer data entry log, district required reporting required each month to remain in compliance with state auditor;
- Serves as liaison assistant with IT Department; Serves as liaison assistant with Curriculum and Instruction; reviews/maintains staff attendance records; interpret district policies, complete payroll/attendance reports for staff related to workshop stipends for training/meetings
- Serves as off-site secretary; provide information in person and via telephone, take and relay messages for Director and other office staff, schedule appointments, provide direction to visitors and clients, type and duplicate forms, newsletters and reports for staff and schools, establish and maintain files, assist with requisition process and inventory of office supplies, materials, equipment and machines, supervise student workers, monitor students when appropriate;
- Monitors visitors on a daily basis
- Assists the Director in relation to the grant documentation
- Demonstrates a professional code of ethics and values
- Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks, as needed
- Assists in analyzing district, state, and federal regulations and procedures related to grant funds
- Assists in maintaining compliance audits for grant initiatives
- Develops and maintain statistical reports related to the district's grant initiatives
- Reports critical issues related to Director and superiors



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- Provides technical assistance and support to staff at identified schools
- Assists in disseminating materials provided by federal grants and other district grant awards
- Assists with monthly financial analysis and monitoring of grant funds projects; assist with audits and compliance monitoring
- Generates reports and maintaining working computer files for school, computerized attendance system, heavy computer use, i.e., E-Mail, use of scanners, etc.;
- Represents the District and ESR in a professional manner by performing all job functions at a satisfactory or above level.
- Interacts with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.
- Perform other duties as may be required.

QUALIFICATIONS AND EDUCATION:

The successful candidate should:

- Minimum requirement of a Bachelor's degree in Education or Business Management or related field.
- At least 3 years of responsible clerical experience.
- At least 3 years of experience working in K-12 schools.
- Must possess intermediate computer skills.
- Demonstrated use of office equipment (computers, phones, fax machines, copy machines).
- Demonstrated competence in the use of current Microsoft Office products e.g. Word, Excel and the ability to learn specific
- Demonstrated competence in project management.
- Demonstrated knowledge of current office practices and procedures including filing methods and organizational techniques.
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited communication and interpersonal skills.
- Demonstrated ability to speak clearly and concisely both in oral and written communication.

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience.
LENGTH OF WORK YEAR: Twelve (12) Months
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202
By E-mail to mprince@eaaofmichigan.org